

Sec. to notify janitor re - fire -  
Fri. evening 5 P. Sat. morn. - 9 A.M.  
Sat. Dec. 14 - Sun - 10 A.M.

A Notice to be sent to gazette, special  
thanks to all who donated to & helped  
make Xmas activities a success.

Xmas Cheer Parcels - Mrs. Holm adopter.  
Mrs. Carport.

Tres. to order stamp for Greenwood W.S.  
Move by Mrs. Roylance sec. by Mrs Taylor Cid.

Next meeting to be held at ~~Windsor~~  
Chop Stick Cafe with Mrs. Mullan as  
hostess. on Jan. 13. th.

Mrs Roylance won the tea prize donated by <sup>miss</sup> Zahnd.  
Meeting adjourned by Mrs. Zahnd.

Pres. - Mrs. M. McLuther -  
Sec. - Mrs. H. Macnab.

Jan 13 1958.

Thirteen members met in Chop Stick Cafe  
at 6:30 P.M. for turkey dinner, Mrs Millar was  
hostess. following this the Pres. called meeting to  
order' by repeating Ode, Roll was called  
and minutes of previous meeting were read.

Tres. report was given by Mrs. Dodd. showing  
a balance of \$203.25. This was ~~adapted~~ as read  
on a motion by Mrs Dodd sec by Mrs. Zahnd Cid.

On a motion by Mrs. Roylance sec by Mrs Kayes  
all bills be paid. Cid. - including per capita.  
Com. reports - Mrs Holm. sends flowers cards to adopter.

- Then were 26 parcels sent at Xmas time.

Mrs. Roylance moved, sec Mrs Taylor. we dispense  
with our Janitor until further notice. Cid.

After much discussion. was decided to write



a letter of apology to United Church W. A. for condition of hall also return \$2. of the rent, Thanks were sent for the nice decorations left for our use.

Was suggested we apply for space in No 3 building at a later date when further information available.

Dec. news letter was read. Layettes were badly needed in the Holy Land, with volunteer donations our W. I. will be able to send three or more with Mrs. Macnab in charge.

The leadership course registration forms must be sent to Mrs. Doe. before Feb. 1st. Mrs. McArthur regis.

On a motion by Mrs. Bell. sec. Mrs. Puddy we send \$30 to Solarium for Building Fund. Aid.

Mrs. Puddy read Dec. News Letter.

Mrs. Taylor read Jan. News letter.

Mrs. Ryglance read a paper on United Nations & International exchange. Some of members ordered United Nations note paper.

Mrs. Bell read cultural activity paper.

Mrs. Macnab gave report on Mas Chen parcels. 26 parcels being given.

Mrs. McArthur read the Agricultural paper.

Conventions - 1958.

Mrs. McArthur — Agriculture.

Mrs. Bell — Cultural Activities.

Mrs. Holm — Welfare.

Mrs. E. Taylor — Home Economics.

Mrs. Rages — Int. Exchange & United Nations.

Mrs. Ryglance — Citizenship.

Mrs. Carefoot — Publicity.

Committee reports.

All members were to try & encourage new members.

Mrs. Holm reported all sick had received fruit or flowers.



On motion by Mrs. Zahnd, see Mrs. Dodd we  
leave card party until Feb.

Hostess for Feb. to be Mrs. Dodd.

Meeting adjourned by Mrs. Mullar.

Tra Prize donated by Mrs. Roylance, won by Mrs. McChesney.

Pres.

Sec. H. Macrae.

Feb. 10. 1958.

Ten members met at the home of Mrs.  
McChesney for reg. meeting.

President called meeting to order, then we  
sang the ode. followed by the roll call.

Treas report showed a balance of \$6.20,

Adoption of report by Mrs. Dodd see Mrs. Carfoot. Cld.

Mrs. Roylance moved we pay outstanding  
bills, see by Mrs. Thompson. Cld.

Correspondence.

Thank you cards were read by members.

Mrs. Dodd read the news letter.

Mrs. Paddy read the letter from our Prov.

President Mrs. Roylance, who in turn  
explained many items from this ~~and~~  
~~recommended we nominate Mrs. Dodd~~  
~~for President in May.~~

So moved by Mrs. Paddy, see Mrs. Dodd  
we nominate Mrs. Decker for Prov. President Cld.  
also we nominate the three standing directors  
also Mrs. White.

Letter was read from Mrs. Shaw on P. N. C.  
Comm reports.

Mrs. Holm - 4 flowers sent, cards, fruit, & candy to  
Hall. The hall had been asked for March 31, Election  
Japanese asked to use hall & piano for practice.  
& pay for hours used.

Tenature date set for Comm. Assn Bazaar

& sale April 12. Move Mrs. Roylance see Mrs. Taylor  
we donate hall. Cld.



# RECORDS OF

Date	PLACE OF MEETING (Name of Hall or Residence)	No. of Addresses	ATTENDANCE	
			Afternoon	Evening

Our Pres. reported on hall space to be available for a meeting room in Gully Block. All agreed to hold card party in Feb. Mrs. Holm offered to donate the prizes. Mrs. Roglance moved we have card party on Feb 26. - see Mrs. Dodd. Ctd.

Hostesses - Sand. Bell, Carefoot, Taylor & Rays.  
 Cake - McArthur & Holm.

Porters - Carefoot & McArthur.

Janitor - Was decided to ask E. Berg to do our janitor work & pay by the hour.

Resolutions - to Provincial -  
 Our W.I. to back resolution more money be appropriated for mental ill health research.

Mrs. Paddy & Mrs. McArthur to act.

- Local Resolution

Records taken from Greenwood to Grand Forks be properly taken care of, as these are necessary for reference.

Voluntary contributions to F.W.T.C. Foundation fund. Sadly needed, bring to March meeting. - Mrs. Macnab reported three layettes finished and could make three more with additional flannellette & towels.

Hostess for March Mrs. Holm.

Slips to be brought for roll call. -

Tea prize donated by Mrs. McArthur & won by Mrs. Thompson.

Pennies for friendship were collected.

Tea collection -

Meeting adjourned by Mrs. Holm & Taylor.  
 Lunch served by Mrs. McArthur.

Pres - Mrs. W.E. McArthur Jr.  
 Sec - H. Macnab.



## MEETINGS

### REMARKS

(Two lines should be sufficient for a record of each meeting.)

Feb. 18 - 1958.

A directors meeting was held in Mrs. Dadd's office with four directors present.

March of Dimes was topic of discussion & the can to be placed in stores & show.

Mrs. Dadd moved sec. by Mrs. Zahnd we hold M. of Dimes card party & raffle on March 19.

Mrs. McCluthum to see about posters.

A bedspread was purchased (on sale) at a cost of \$6.64 for one prize and same amount to be bought from Jewel Gift Shop.

3 cups & saucers were purchased for the door prize.

Arrangements to have 300 tickets printed were left to Pres. Sec. to write for pictures for advertising.

A letter was read from Ambulance fund, this was tabled due to lack of funds.

Mrs. Zahnd moved sec. by Mrs. Dadd we donate \$5.00 to University Development fund. Amd.

Pres. Mrs. W. E. McCluthum Jr.  
Sec. - H. Macrae.



# RECORDS OF

Date March 10/56 PLACE OF MEETING  
(Name of Hall or Residence)

No. of  
Addresses

ATTENDANCE  
Afternoon Evening

Regular meeting of Greenwood W.I. was held at Mrs. Holm's with seven members present. Mrs. Roylance acted as Sec.

Meeting opened by reading Club Women's Creed, followed by minutes, these were approved as corrected.

Minutes of Directors meeting of Feb. 18th was read & adopted on a motion by Mrs. Carefoot, sec Mrs. Mitsui. Cld.  
Treas. report - This report adopted on a motion by Mrs. Dodd sec Mrs. Thompson pending correction of balance. cld.

Bills Treas was instructed to pay the bills on a Motion by Mrs. Holm sec. by Mrs. Mitsui. Cld.

Correspondence - 4 Thank you cards received, one from Mr. Shigematsu with \$5 Donation.

## Committee reports -

Social Welfare - Mrs. Holm reported - flowers sent to Mrs. Hoy. also cards. Mrs. Dunnin Oliver Hospital.  
Chocolates sent to Mrs. Dore McDonald.

Hall - Pres. reported. Hall available until March 31st & then rent free until needed. Further report - we leave hall until March 31st. Will have to have packing box & have permission to store W.I. furnishings in No. 10. Building.

Discussion - re moving into Huley Building also Bazaar etc. & Can we assist with the understanding of space for W.I. being secure?

After discussion it was felt that \$600.00 would be necessary to assist with Library and materials for W.I. room.

Pres. appointed Mrs. Dodd to make inquiries of borrowing money from Credit Union etc. and Mrs. Roylance to enquire same from Bank & also to meet with Building Comm. of Community Assn. & discuss ways & means & where & how we can make the best contribution.



## MEETINGS

### REMARKS

(Two lines should be sufficient for a record of each meeting.)

Pres. Resolution re Mental ill Health research has been sent.  
Local Res. tabled until April meeting. (re records from Court House)  
Sect. left word that 12 more layettes completed on 34 finish.  
Sect. also reported a reply had been made to  
Ambulance Fund Appeal to be tabled later.

Map Dimes C. Party & Raffle.

Mrs. Mitsui to ask Mrs. Hamanish to make  
posters. Mrs. Carefoot kindly took the Door Prize  
tickets & will handle door prize for the Card Party.

March 19th.

Hostess for C. Party. Cake Mrs. Macrae. Roylance. McArthur.  
Sand - Mitsui, Puddy, Cowdrill, Thompson, Zahnd.  
Milk - Mrs. Dodd. (4 cans)

Pickles - Mrs. Roylance.

Prizes for Card Party donated by Mrs. Roylance except  
ladies first. March of dimes cans to  
be distributed by Mrs. McArthur.

Board of Trade. is sponsoring a forum March 17.  
in Theatre. Suggested W.I. serve coffee &  
sandwiches after. at 35c. - this was discussed  
& dropped as it felt the cafe should be  
considered at this time.

Packing Box - W.I. dishes etc. Sunday's March. 23rd & 30th.

Report of Dist. Board Meeting given by Mrs. Roylance.

Program for meeting arranged. Resolutions to be in  
to Mrs. Jommus by April 15th. Number attending by May 1st.  
"Open Door Coffee Party. Kit" for the mentally ill,  
was shown by Pres. & tabled until April.

Fair Display Articles - More copies to be available at  
next meeting.

News Letter was read by Mrs. Mitsui. Grandmother's  
Quilt Blocks introduced. & Ceylon Flood Fund. also  
Thank you from Dr. Hitchmonovis.

"Pioneer Women" play put on at Quesnel available.



# RECORDS OF

Date	PLACE OF MEETING (Name of Hall or Residence)	No. of Addresses	ATTENDANCE	
			Afternoon	Evening
	Local Histories - How many W.I. have written them?			
	A new W.I. formed in the Yukon.			
	Letters from Solarium read & Cultural Activities commented on by President.			
	A Clipping was sent to our W.I. by Mrs Bailey re. Sub executive meeting held in Ottawa.			
	Brief remarks on this meeting were given by Mrs. Roylance.			
	April meeting to be held at Mrs. Roylance home.			
	Meeting adjourned by Mrs Thompson.			
	Tea - Prize - Don. Mrs. Thompson - - Mrs Dodd won.			
			Pre - Mrs. M. McClellan -	
			Sec. H. Macnab.	



## MEETINGS

### REMARKS

(Two lines should be sufficient for a record of each meeting.)

April 16 - 19 58.

President called the meeting to order with 6 members present at the home of Mrs. Roylance.

The Ode was repeated followed by roll call.

Minutes were read and were approved as corrected by President.

Treas report showed a balance of 140.29. Mrs Dodd moved, sec. by Mrs. Roylance that this report be adopted also bills be paid Aid.

Correspondence. Care parcel had been sent to Austria.

Thank you letters & cards read.

Sec. to write for another adopter.

News letter was read by Mrs. Dodd.

On a motion by Mrs. Dodd, sec. by Mrs. Holm, we share expense (1/3) if student go to annual High School Seminar on United Nations. Aid. -

Committee reports: - Welfare. Aft sent to Dale Forshaw.

Flowers to sick. Mrs E. Wanke in hospital.

Hall. Credit Union - no organization can borrow.

We can borrow from bank & 67.

Community Assn pleased to accept money from W. 2 to put in tile ceiling & finish our room for W. 3.

Lease to be drawn up. 10 yrs. - A discussion

followed re Hall. & if approved by Comm. Assn.

We must advertise our community work more.

Mrs. Dodd moved sec. by Mrs. Roylance we borrow 600.00 from bank for Community fund when base accepted.

Mrs. Roylance,

Mrs. McArthur & Mrs Dodd to draw up lease to present to Community Assn.

The Stone and stone guards were to be removed from old hall as soon as possible.

Report on Card Party and raffle. Raffle brought

\$78.25 and C. Party 15.40. we were sending 63.00 from this plus 4.00 from M of Dmie cans.



# RECORDS OF

Date	PLACE OF MEETING (Name of Hall or Residence)	No. of Addresses	ATTENDANCE	
			Afternoon	Evening

Mrs. Matsui moved sec. by Mrs. Roylance we hold telephone wheel the week of April 21-25th.

Mrs. McArthur & Macnab to be in charge. Prize Mrs. Roylance. Ladies 1st & 2nd.

Mrs. Dolna & Mrs. Matsui-Lent. 1st & 2nd. Dist. Conf. May. 7. Main River. -

Mrs. Roylance nominated Mrs. Macnab as Del. to Dist Conference with Mrs. Taylor as alternate. This was sec. by Mrs. Dodd. Del. to give 5 min report. Biennial Del. Mrs. Roylance nominated Mrs. Macnab as del to this conference. Mrs. Matsui as alternate del to go as visitor if possible.

Resolutions - Mrs. McArthur & Mrs. Dodd to draw up resolutions re: records of this dist. also Highway (safeguarding in dangerous spots). Grand Forks hospital will be very pleased to accept gowns and hospital equipment we have in storage.

Mrs. Dodd moved meeting adjourn.

Tea was served by Mrs. Roylance. Tea prize won by Mrs. McArthur.

May hostess to be Mrs. Dodd.

Pres - Mrs. McArthur Jr.  
Sec. H. Macnab.

May 12 - 1958.

The regular monthly meeting was held at the home of Mrs. Dodd with nine members present. President called the meeting to order, The Creed was repeated followed by the roll call.

Minutes of previous meeting was read and approved as given.

Mrs. Dodd gave financial report, showing a balance of \$93.18, Adoption of report was moved by Mrs. Dodd. sec. by Mrs. Kaye also that bills be paid.



## MEETINGS

### REMARKS

(Two lines should be sufficient for a record of each meeting.)

Mrs. McArthur reported that our Litcher range had been sold for \$25.00.

Correspondence, consisting of thank you cards was read. Mrs. Thompson read the news letter.

Mrs. Holm reported on Social Welfare work. Gift well cards, candy, flowers, fruit & books had been sent to the sick.

No Hall report available.

A card party was suggested but was tabled until June meeting. Inquiries re C. W. L. Hall re store.

On a motion by Mrs. Balfe sec by Mrs. Kays we held a Centennial Garden Tea on July 18. This to include raffle, Bake sale & novelty table & tea cup reading.

Mrs. Holm kindly offered her lawn for the occasion. Mrs. McArthur to see Mrs. Puddy re raffle tickets.

Sec. instructed to write to Mrs. Dor for membership cards. Sec. reported a few highlights from Main River Rally held in May.

Resolutions were discussed & Del. to Biennial convention instructed how to vote.

\$150.00 was voted for Del to Ven. on a motion by Mrs. Bell sec by Mrs. Dodd Aid.

The plot at the school for flowers is 18" by 5". Evergreens to be planted on north end of grounds in the fall. Mrs. Kays moved sec by Mrs. Thompson we order \$5.00 worth of flower for this plot.

All thank you letters & cards were given to Mrs. Kays for our scrap book.

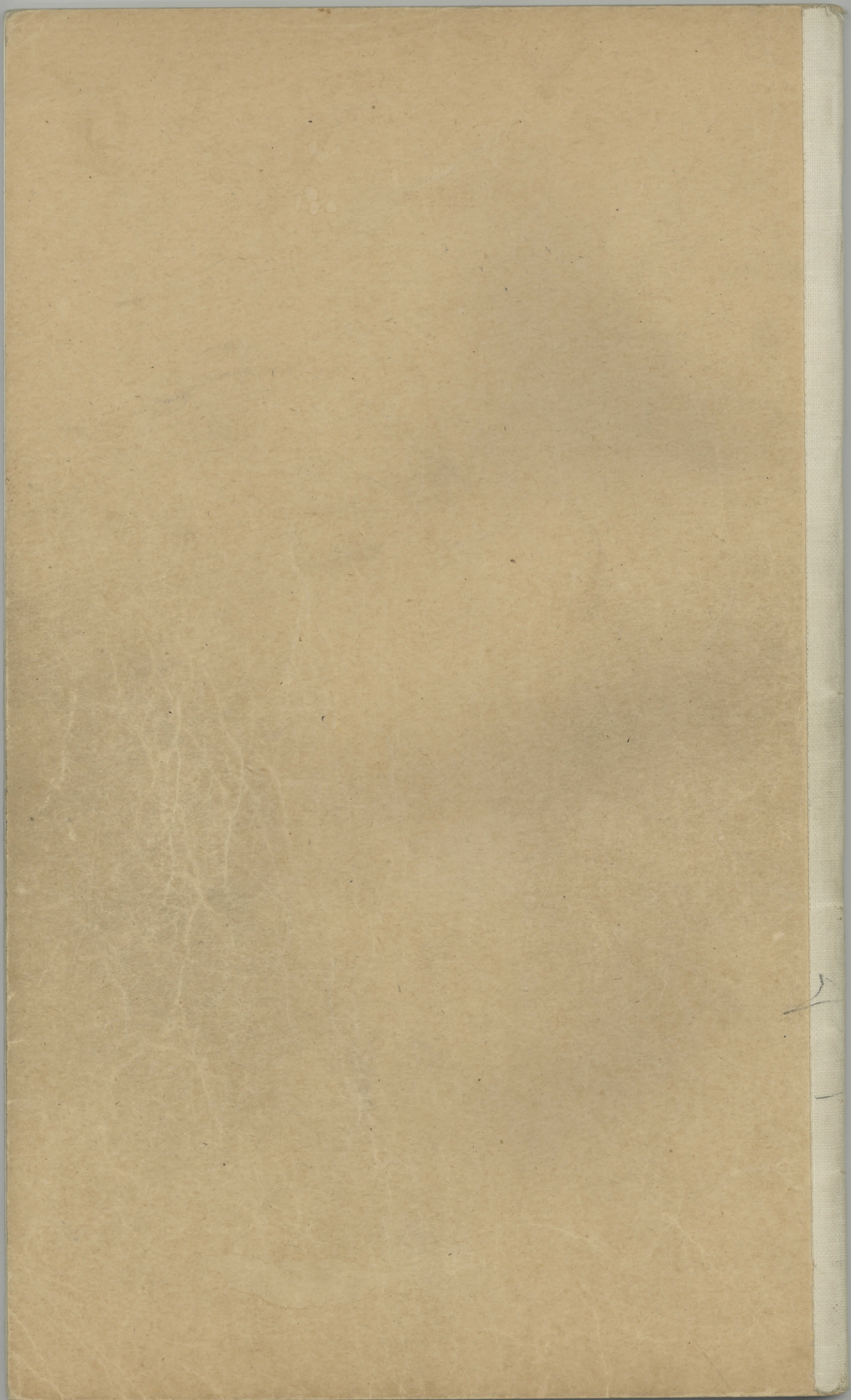
On a motion by Mrs. Holm sec by Mrs. Kays we have our meeting in June in the form of a Supper meeting at Travellers Cafe. Aid.

Mrs. McArthur brought the tea prize this was won by Mrs. Stoppa.

Mrs. Bell adjourned the meeting. Lunch was served by Mrs. Dodd.

Pres - M. McArthur.  
Sec - Helen Macnab.







Ms. 15  
Series #8

June 58 - April 1961

WOMEN'S INSTITUTES  
MINUTE BOOK

988.06.1



## INSTRUCTIONS TO SECRETARIES OF WOMEN'S INSTITUTES

---

### CIRCULAR LETTERS

Information and recommendations from the Department will be sent by circular letter.

### ADVERTISING MEETINGS

Secretaries should use every effort to advertise meetings to the best advantage. Posters as supplied by the Department should be put up in post-offices, stores, and other public places.

### REPORTS OF MEETINGS

Monthly report forms should be used for reporting each meeting other than the annual meeting and be sent to the Superintendent of Women's Institutes, Department of Agriculture, Victoria.

Forms for the annual report and financial statement are sent out in duplicate from the Women's Institute Branch. These should be made out in duplicate and all copies returned to the Superintendent of Women's Institutes, Parliament Buildings, Victoria, within ten days of the annual meeting. The financial statement should be duly audited.

It is absolutely necessary to send in these returns each year immediately after the annual meeting, if the Institute is to retain its incorporation under the "Societies Act" and remain in good standing with the Department of Agriculture.

### LIST OF MEMBERS

A list of members of each Institute for the year just ended at the time of the annual meeting should be sent in at the same time as the annual reports and the financial statements.

### RESOLUTIONS

It is recommended that all resolutions coming before the Institute for consideration be posted a month before being voted upon. All information possible both for and against should be secured in order that all decisions may be based upon knowledge and a thorough understanding of the questions involved.

### WOMEN'S INSTITUTE HANDBOOK

Copies of the Women's Institute Handbook may be obtained from the office of the Superintendent at Victoria.



## CONSTITUTION AND BY-LAWS OF THE WOMEN'S INSTITUTES OF BRITISH COLUMBIA

Each Institute when incorporated subscribes to the following by-laws:—

### BY-LAWS

Of ..... Women's Institute

#### MOTTO

1. The motto of the Institute is "For Home and Country."

#### COLOURS

2. The colours of the Institute are green, white, and gold.

#### AIMS AND OBJECTS

3. The aims and objects of the Institute are:—

- (a) To improve conditions of rural life, so that settlement may be permanent and prosperous in the farming communities:
- (b) To promote home economics, public health and child welfare, education and better schools, legislation, immigration, and settlement:
- (c) To encourage agriculture, home and local industries:
- (d) To promote social intercourse, mutual helpfulness, and the diffusion of knowledge; to make settlers welcome and improve community conditions.

#### FUNDS

4. The funds of the Institute shall be devoted solely to the promotion of these objects.

#### MEMBERSHIP

5. The members of the Institute shall be the subscribers of the constitution and the persons admitted to membership in accordance with these by-laws.
6. Every person desiring to become a member of the Institute shall agree to conform to and abide by the by-laws of the Institute and the rules and regulations made pursuant to the "Farmers' and Women's Institutes Act."

#### MEMBERSHIP FEES

7. Each member shall pay an annual fee of not less than 50 cents and, upon payment of such sum, shall be enrolled on the membership of the Institute.

#### WITHDRAWAL OF MEMBERS

8. A member not in arrears may withdraw from membership by giving notice in writing to the secretary of the Institute, and every withdrawal shall be reported to the next general meeting of the Institute.

#### EXPULSION OF MEMBERS

9. The Institute may expel from membership, upon a three-fourths majority vote of the members of the Institute, any member against whom a charge has been preferred of conduct detrimental to the Institute. The charge shall be in writing, signed by at least two members in good standing, and the member against whom the charge has been made shall be given at least two weeks' notice in writing of the time and place when and where the matter will be considered by the Institute.

#### JUNIOR WOMEN'S INSTITUTES

10. The Institute may form a sub-organization composed of girls from 12 to 18 years of age, to be known as "Junior Women's Institutes."



## DIRECTORS AND OFFICERS

11. (a) There shall be five directors until the membership exceeds one hundred, when there shall be an additional director elected for every twenty members over one hundred.

(b) The directors shall be elected by ballot at the annual general meeting, and, if the meeting so resolves, the members shall mark their ballots for the president and one or more vice-presidents, otherwise the directors shall elect from their body the president and one or more vice-presidents.

(c) The directors may appoint a secretary (and) treasurer (who may be directors), but their remuneration (if any) shall be determined by the Institute in general meeting.

(d) The president shall preside at all meetings of the directors and of the Institute, and when she is absent, or unable or unwilling to act, a vice-president shall act in her stead.

(e) Casual vacancies among the officers or directors shall be filled by the remaining directors until the next general meeting, and all changes shall be notified to the Superintendent of Women's Institutes, Parliament Buildings, Victoria, British Columbia.

(f) In any case where the secretary (or) treasurer ceases to act, the president or vice-president shall perform her duties until the vacancy is filled.

(g) The quorum at a meeting of directors shall be not less than half the total number of directors; a fraction to count as a whole. The secretary (and) treasurer shall not be entitled to vote at any directors' meeting unless they are also directors.

(h) The directors shall have control of the affairs of the Institute, and shall outline the work and the policy of the same, and duly present such policy to the members for approval.

(i) The directors may appoint sub-committees, or delegate any of their powers to committees composed of members of the Institute, who shall conform to any regulations imposed on them by the directors.

(j) The directors shall endeavour to meet not less than once a quarter.

## DUTIES OF SECRETARY

12. (a) The secretary shall give notice of and call meetings of the directors and the Institute upon the authority of the president or any two officers or directors.

(b) Shall keep minutes of the proceedings at any meeting and forward to the Superintendent copies of the same on forms provided by the Superintendent.

(c) Shall conduct correspondence in the name of the Institute.

(d) Shall keep a register of the members, with their names and addresses, and a mailing-list of members for literature, programmes, etc.

(e) Shall, on instructions from the directors, prepare the annual report, and within ten days after the annual meeting shall send a copy, with copies of the directors' and financial reports, to the Superintendent, and also a list of the new officers and directors.

(f) Shall prepare and forward returns for the Superintendent on such forms as may be supplied by the Superintendent.

## DUTIES OF TREASURER

13. The treasurer or, if there is no such officer, the secretary of the Institute shall account for all moneys paid or received by the Institute, and present a monthly report thereof to the members in meeting assembled, but no disbursements shall be made without the sanction of the directors. She shall prepare the annual financial statement of the Institute. At each directors' meeting a financial report shall be presented, if requested.



## ANNUAL MEETING

14. (a) The annual general meeting of the Institute shall be held in October, November, or December of each year, and the report of the same shall reach the Superintendent not later than fourteen days thereafter.

(b) The directors shall present at the annual general meeting a written report on the affairs of the Institute for the past year, stating in particular the number of meetings of the Institute, the attendance at each, the number of papers read and addresses delivered, and accompanied by a financial statement made up to not earlier than one month and not later than fourteen days before the date of the annual meeting and duly certified by the auditors.

(c) Fourteen days' clear notice in writing of the date, time, and place of the annual general meeting and any special general meeting shall be given to every member at her recorded address, and advertisement of the meeting shall, if the directors think advisable, be given also by posters and in a local newspaper.

(d) No person shall be elected to any office or vote at any general meeting if her annual fee has not been paid; the period of membership shall terminate at the annual general meeting, immediately after the acceptance of the annual report and financial statement of the preceding year.

(e) After business connected with the activities of the Institute for the preceding year has been disposed of at the annual general meeting, a recess shall be called to permit of the payment of the subscription fee for the ensuing year, and no person who has not paid the fee shall be elected to office or vote at that meeting, or any adjournment thereof.

(f) If a general meeting is not held on the day specified in the notice calling it, it shall stand adjourned to the same day in the following week at the same time and place, and if it be not held then, the directors shall call a fresh meeting.

(g) At all general meetings the quorum shall be five present in person throughout the proceedings.

(h) If the directors refuse to call a special general meeting after a written request signed by not less than one-fourth of the members, the signatories may call the meeting at such time and place as they think fit.

(i) The order of proceedings at a general meeting shall be, according to circumstances, as follows:—

(a) Meeting called to order.

(b) Notice concerning the meeting to be read.

(c) Minutes of preceding meeting to be read and disposed of.

(d) Report of treasurer.

(e) Reports of standing and special committees.

(f) Reports of directors and auditors.

(g) Recess for payment of subscriptions.

(h) Special business.

(i) Unfinished business.

(j) New business.

## AUDITORS

15. At the annual meeting the Institute shall elect two auditors.

## BORROWING-POWER AND PURCHASE AND SALE OF REAL-ESTATE

16. The directors shall not borrow moneys or buy or sell real property in the name of the Institute unless authorized by an extraordinary resolution, as defined by the "Societies Act."



## CUSTODY OF SEAL, RECORDS, AND OTHER BOOKS OF THE INSTITUTE

17. The seal, records, and other books of the Institute shall be in the custody of the secretary, and the records and books shall at all times be open to inspection by the Superintendent of Institutes and the directors or by any person appointed by the Superintendent. The records and books of the Institute may be inspected by members at the close of any general meeting. The seal shall only be used with the authority of the directors.

## AMENDMENT OF BY-LAWS

18. These by-laws may not be altered or added to except by an extraordinary resolution of the Institute, as defined by section 2 of the "Societies Act." The directors shall file every amendment with the Registrar of Companies.



MINUTES OF MONTHLY AND DIRECTORS' MEETINGS

June 16 - 1958.

A Supper meeting was held in the Travellers Cafe on June 16th. at 6:30. P.M.

The Motto & Creed of Lanka Mahila Samita was read by the Pres. followed by Roll call. Twelve members and 1 visitor were present.

Minutes of previous meeting were read and approved. H

Tres. reported a balance of \$97.23 on hand and moved its adoption, sec by Mrs. Taylor. Cid.

Bills to be paid as received during summer months. A letter was read from Fair Committee of R. Creek Fair asking our W.I. to cater to a <sup>-hot dinner-</sup> booth there.

Moved by Mrs. Taylor sec. by Mrs. Dodd we do not assume the responsibility of the booth Cid.

The Secretary read the news letter. Mrs. McArthur read the Prov. Pres. report by Mrs. Roylance. also Pres. thanked Mrs. Taylor & Mrs. Carefoot for planting flowers at the school.

Business. Sec. to order. 25 W.I. Cook Books.

A Garden supper was planned, this to be held on Fri. June 25th. on the lawn at Mr. & Mrs. Holms.

Moved by Mrs. Matsui sec. by Mrs. Dodd. Cid.

Welfare - Mrs. Holm reported flowers & cards sent to Mrs. Anderson & Mr. Portman.

Hall. Mrs. Roylance did ceiling material purchased.

On a Motion by Mrs. Bell sec by Mrs. Roylance we cancel our June Card Party.

Our W.I. was asked to serve tea & coffee at Phoenix Picnic on July 6.

Border picnics to be held in Orville & Colville on July 15 & 16. respectively.

C.W.I. borrowed our Card tables for tea, on a motion by Mrs. Roylance sec Mrs. Cowdill we donate the use of the tables. Cid.

Members were reminded to try to get entries ready for W.I. display at R. Creek.



Mrs. Bell to be in charge of Raffle to be held on June 25. Mrs. Taylor in charge of punch. bowl.  
Mrs. Roylance, Holm, & Thompson in Food Committee.  
Posters - by Mrs. Taylor.

An invitation was received from Sunshine Valley Institute to attend a picnic with them in G. Falls on the 1st or 2nd Sun in August.

Was decided to put a float in the parade for Labor Day.

Mrs. Roylance Presented a Life Member pin and scroll to Mrs. McArthur:

The Del from Pro. Convention gave a report on this.

Meeting adjourned next meeting to be in Sept.

Mrs. Dodd brought tea prize-won ~~for~~

by Mrs. Long.

Sec. H. Macnab.

Pres. M. McLuther.



Sept. 8th 1958.

Regular meeting of W. I. met at home of Mrs Macnab with eight members present.

President called meeting to order by reading the Mary Stewart Collect followed by roll call.

Minutes of June meeting were read and approved as read. Ad.

Treas. gave financial report showing a balance of \$77.36. This was adopted as given by Mrs. Dodd sec by Mrs. Taylor. Ad.

On a motion by Mrs. Roylance sec by Mrs Taylor we give Angela Hayashi \$10.00 for painting Cook book cover. also bills be paid. Ad.

Mrs. Dodd moved sec by Mrs. Zahnd ~~sec~~. Write a thank you note to Mr. R. Webb ~~(Corydon)~~ for sending so much useful centennial posters for our float also letters of thanks to Floyds for use of flat deck also to Mr. Anderson of Curlin Air Base for use of car to pull our float.

On a motion by Mrs. Zahnd, sec. Mrs Taylor we sponsor a Tay Day for Blind on Oct. 11th.

Sec to write for necessary supplies. Welfare. - Fruit & flowers were sent to sick. also gift sent to Mr. White.

Hall. - Dishes & linen had been loaned to Coxs for centennial dinner. also dishes loaned for tea at opening of health centre.

Card party to be held on Sept. 17th or 24th. pending inquiries re. place to hold it etc.

Mrs. Haylor to make posters.

Pres. & Sec. to see Mr. Bryan & Maclean for hall Refreshments. to be arranged. Mrs. Holm offered to supply prizes.

Sec. read News letter.

Mrs. Roylance read Mrs. Decker's Pres. report.

Mrs. McArthur read United Nations & Int. Ex.



A fair display was arranged to be entered in Rock Creek Fall fair.

Moved by Mrs. Roylance the cost of repairs to piano to be investigated and Macnab's have use of piano & see by Mrs. Dodd. Ad.

Mrs. McArthur brought a pattern for a quilt, see to order this pattern.

Next meeting to be held on Oct 14th. at Mrs. Roylance.

Mrs. Zahnd won the tea prize donated by Mrs. McArthur.

Meeting adjourned by Mrs. Thompson  
Refreshments served by hostess.

Pres - M. McArthur.  
Sec. H. Macnab.



Oct 17th 1958.-

Regular meeting of the W.I. met at the home of Mrs. Roylance on Fri. Oct 17th. with six members present.

Meeting was opened by reading the Home Bureau Creed, the Pres. then welcomed Mrs. Dobson to our meeting.

Roll was called followed by reading minutes of previous meeting. These were approved as read. Ctd. The Treas. report showed a bal on hand of \$101.97. Sec. moved its adoption sec. by Mrs. Roylance. Mrs. Dodd was not present to give this report.

Correspondence - Thank you letters were read and all correspondence. Mrs. Roylance read the news letter. The Conventor reports were passed to members to read.

New Burs. - Sec. reported the pattern for quilt was not back yet.

\$59.40 was collected on tag day for Blind.

On a motion by Mrs. Aslm sec. by Mrs. Zahnd we send a \$10.00 Care parcel where most urgently needed. Ctd.

Hall Comm. Pres. reported we could have the use rent free of Mr. Campbell's Hall.

Welfare Fund & gloves were sent to any sick.

Our 7mas parcels were discussed and a check was made to see how many pair of sock would be needed & how many we can get made.

Mrs. Roylance & Mrs. McArthur had pictures of our Labor Day Float, they were very clear. The money for quilting material is to be paid for by our W.I. Mrs. Roylance moved. sec. by Mrs. Canfoot we borrow \$200.00 from the bank and make up balance from our funds for quilting material for Library & W. I. room. Ctd.



The Sec. was instructed to write to L. Forks asking them to please note circular letter for canvass for the Blind in Greenwood as we do this annually. Cid.

Mrs. Holm moved, sec by Mrs. Zahnd we hold our next card party on Oct. 22nd at the curling rink as last time. Cid.

Mrs. Taylor to be asked to do poster & Mrs. Roylance offered to donate prizes.

Mrs. Holm, Mrs. McArthur to make cakes. Sand - Mrs. Puddy, Zahnd, Bell & Taylor.

Nov. to be annual meeting at Mrs. Zahndson Nov. 12th, all reports to be in.

Mr. Summersgill & Mr. J. Jones be asked to audit the books. Move by Mrs. Holm sec by Mrs. Roylance. Cid

Nov. 19th will be our Card Party & Cake auction & surprise parcels to raise money for our Xmas parcels.

The Pres. read the announcement of Mrs. Summow's forthcoming marriage also the obituary of our former Superintendent. Mrs. V. S. McLaughlan.

Mrs. Zahnd brought the tea prize this was won by Mrs. McArthur.

Tea was served by our hostess Mrs. Roylance.

Vice Pres - C. Zahnd.

Sec. - H. Macrae.

Pres. presented Mrs. Zahnd a centennial spoon for baby Daryl.



Nov. 12. 1958.

The Annual meeting of the Greenwood W.S. met at the home of Mrs. Zahnd with 8 members present.

Mrs. Zahnd acting Pres due to illness of Mrs. McArthur. Meeting was called to order, the Club Women's creed repeated followed by roll call.

Min. of Oct meeting read & adopted as read Cid.

Mrs. Dodd gave financial report showing a balance of \$1,055.22. Adopted on a motion by Mrs. Dodd, sec. by Mrs. Thompson. Cid.

Bills were presented & authorized to be paid. Correspondence was read, a thank you letter was read from Mrs. Dee. acknowledging

Don toward gift for Mrs. Gummow. We had also sent a Card of Congratulation on the forthcoming marriage.

On a motion by Mrs. Roylance, sec. by Mrs. Dodd we send a \$10. to Ambulance fund. Cid.

Our National Home Office fund was discussed & we had \$6. on hand, more donated & this to be forwarded. Cid.

The Prov. & Dist. per Capita was due & to be paid as soon as possible.

Welfare - Mrs. Holm reported on this work.

Three bouquets of flowers had been sent & some visits made.

Hall. After much discussion it was moved by Mrs. Holm, sec. by Mrs. Thompson we borrow \$300.00 & pay \$283.68 for ceiling Cid.

The dishes were discussed, quite a number had been broken when used on Labor Day for the Centennial Dinner.

More flannelette was needed for the layette to be completed. Mrs. Taylor had offered to donate this.



The Book <sup>quilt</sup> <sup>Blocks</sup> was discussed & was ~~discussed~~ <sup>moved</sup>.  
Sec wrote to dist. Secretary saying we are  
unable to compete in competition due to  
lack of time. Mrs Dodd moved & Mrs Thompson  
Sec. this motion Cld.

Mrs Zahnd read the Pres. Annual  
report & moved its adoption sec. Mrs. Roylance.  
Mrs Dodd gave financial statement &  
moved its adoption sec by Mrs. Matsui Cld.  
Election.

Mrs Matsui moved all present officers  
remain in office: sec. by Mrs Thompson. Cld.  
Card Party - Nov. 19th was set for the date to  
hold our Card party & Cake auction to raise  
money for Xmas dinner. Sec border score  
cards. Mrs. Roylance offered to donate the  
door prize, Mrs Dodd 1st prize also 2nd for  
ladies at Card party & Mrs. Holm the 1st  
second for Gents. Mrs Taylor to make posters.

Mrs Carefoot moved & Mrs Thompson  
sec. we hold our annual dinner on  
Dec 14th. Cld.

Arrangements to be left in hands of directors  
also to see Mr Lee ~~they~~ <sup>re</sup> use of Cage.

Moved Mrs. Roylance Sec by Mrs Matsui.

Dec 8th to be date of special meeting.

Place to be decided later.

Mrs Zahnd presented Mrs Thompson with  
a centennial spoon for baby Glenda.

Mrs. Carefoot adjourned the meeting.  
Hostess served lunch. Mrs. McArthur donated  
~~was~~ the tea prize <sup>was</sup> donated by Mrs Zahnd.

Pre-

Sec. H. Macnab.



Dec. 8th. 1958.

A special meeting was held at the home of Mrs. Reglance with 12 members present.

Plans for Xmas Dinner to be made.

President reported that Mr. Lee (~~Hong~~) of Travellers cafe would provide vegetables, beans, pickles etc at 75 cents per plate, we supply our own turkey & dressing for him to roast.

Mrs. Millar offered to donate the Sherry for the dinner.

The news letter was read.

Mrs. Holm reported on fruit flowers & cards sent out. We decided to exchange Xmas gifts among ourselves after the dinner.

Mrs. Dodd adjourned the meeting.

Mrs. Reglance transported our W.I. desk to cafe for use at the dinner.

Mrs. McArthur donated tea prize, this was won by Mrs. Canfoot.

Pres.

Sec. Mrs. A. Maenah